



Bank Information

Trigger:

Use this document to change your direct deposit information in ESS.

Business Process Procedure Overview:

The **Bank Information** service is located in the **My Personal Data** Section of ESS. Employees can use this service change their direct deposit and banking information.

- Pg. 1:** [Main Bank](#) - Employees must have one valid record for direct deposit.
- Pg. 7:** [Other Bank](#) - Employees can maintain up to *three* additional accounts to direct deposit a portion of your paycheck separately from their Main Bank.
- Pg. 12:** [AP Reimbursement Bank](#) [**DOT Employees ONLY**] - Department of Transportation employees can create and change their AP reimbursement bank (travel reimbursements).

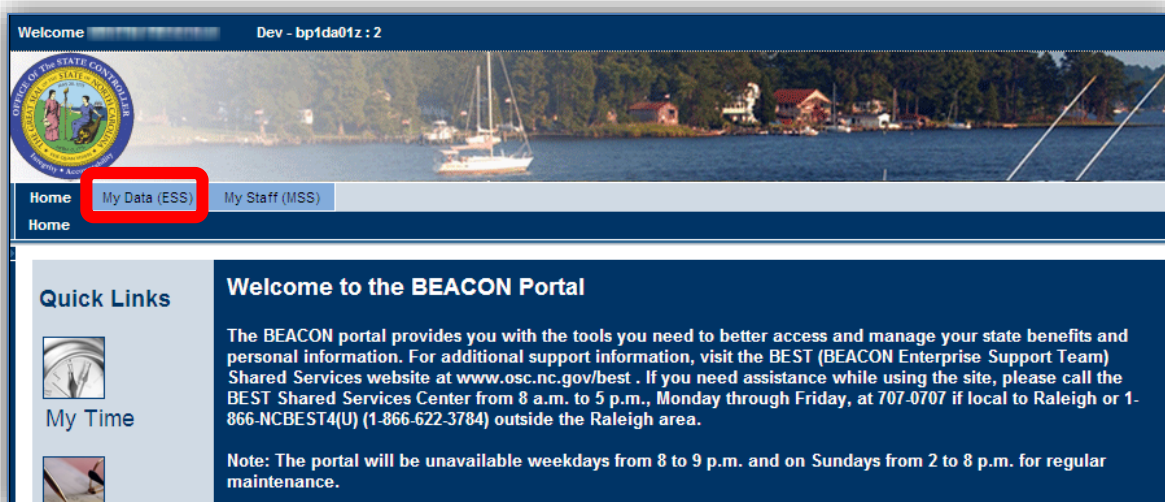


CRITICAL!

Employees CANNOT change their Bank Information until their Agency HR has entered their original Bank Details into the system. If your Bank Information screen displays as blank, contact your Agency HR. The **Direct Deposit Enrollment & Change Form** can be located on the BEST website:
http://www.osc.nc.gov/BEST/support/forms_py.html

Edit Main Bank Details





- From the BEACON Home Page, Click the **My Data (ESS)** tab.



2. Click **My Personal Data**.


Overview

Employee Self-Service applications provide North Carolina State employees with easy access to information and services. This page gives an overview of the entire offering.

 <p>My Working Time Record your working times, plan your leave, and display your time data.</p> <p>Quick Links Record Working Time</p>	 <p>My Benefits Display the plans in which you are currently enrolled; enroll in new benefit plans during the State's annual enrollment periods; access State Health Plan forms.</p>
 <p>My Pay Display your pay statement, or reprint your W-2/W-2c.</p>	 <p>My Personal Data Manage your addresses, direct deposit, and information about family members and dependents.</p>

3. The **My Personal Data** screen will be displayed. Click **Bank Information**.

My Personal Data

 **My Personal Information**

[Addresses](#)
Maintain your addresses.
NOTE: Both address lines 1 and 2 are limited to 32 characters.
If you are making an in/out of state change to your permanent residence, please ensure your Tax Withholding Information is also updated.

[Tax Withholding Information](#)
Maintain the information on your Federal (W4), NC (NC4), or other state withholding forms. NOTE: If you are making an in/out of state change, please ensure your Address information is also updated.

[Work Communication Data](#)
Display your email address and your main work contact telephone number.

[Change Personal Communication](#)
Occasionally it is necessary to communicate important information to state employees, including during non-work hours. This could include emergency or other time-sensitive information. To help ensure that you receive this information in a timely manner, please consider providing your mobile phone number and personal email address. Your personal contact information provided here will be used exclusively for state business and will never be shared with other parties or organizations for any reason. To add or update your home phone number, go to "Addresses."

Direct Deposit
[Read Before Creating or Changing Direct Deposit Information](#)
[Bank Information](#)
Maintain your direct deposit and banking information.
IMPORTANT NOTICE: The Office of the State Controller (OSC) transmits your payroll payment electronically based on the information you provide. It is important that you enter correct account and bank routing numbers. If the payment transmission fails because you have incorrect or outdated information, OSC can only provide a replacement payment AFTER a refund from the financial institution has been received. Direct Deposits must comply with US law and requirements of the Office of Foreign Assets Control (OFAC). By entering bank data here, you are affirming that the entire payment amount you receive IS NOT subject to being transferred to a foreign bank account. OSC has the right to retract and correct direct deposit payments, as necessary.

4. The Bank Information Screen Will be displayed. To edit your Main Bank details, click **Edit** under Main Bank.

The screenshot shows the 'Bank Information' screen with a progress bar at the top indicating four steps: 1. Overview, 2. Edit, 3. Review and Save, and 4. Confirmation. The 'Main Bank' section displays the following information:

- Payee: Shelby Test1064
- Bank Name: STATE EMPLOYEES CREDIT UNION
- Account Number: [REDACTED]

An **Edit** button is highlighted with a red box. Below the Main Bank section is the 'Other Bank' section, which contains two identical entries for the same payee and bank. Each entry has **Edit** and **Delete** buttons. At the bottom, there are buttons for **New Other Bank**, **New AP Reimbursement Bank**, and **Exit**.

5. Enter in your updated Direct Deposit information (See next page for details).

The screenshot shows the 'Main Bank' form with the following fields:

- Country: USA
- Payee: Shelby Test1064
- City: Raleigh
- Bank Number: 253177049
- Account Number: [REDACTED]
- Checking ☒ Savings ☐ None ☐
- Purpose: [REDACTED]
- Currency: USD

A red box highlights the **Bank Number** and **Account Number** fields. Below the form is a 'Valid as of Future Date' dropdown set to 09/01/2015, and buttons for **Previous Step**, **Review**, and **Exit**.

Note: Be sure to have a check from the account into which the deposit will be made available to reference.

- Enter your **Bank Number**, which appears on the bottom left of the check as indicated by number 1 below.
- Enter your **Account Number**, which appears on the bottom middle of the check as indicated by number 2 below. The deposit account number length varies by financial institution.
- Do not enter the **Check Number**, as indicated by number 3 below.

The sample check diagram shows the following information:

- Bank: Suzy Q. Carolina, 123 Beacon Lane, Raleigh, NC 27699
- Check No. 1582
- DATE: [REDACTED]
- PAY TO THE ORDER OF: [REDACTED]
- \$ [REDACTED] DOLLARS
- For: [REDACTED]
- Bank/ routing number (9 digits): 123456789
- Deposit account number: 0508211348
- Check number: 1582

6. (Cont.) The majority of the Fields default from your Personnel Record. Make sure you enter the Following Fields:

Field Name	Description	Values
Bank Number	The ABA routing number for your financial institution. This number will be nine (9) digits long.	Enter value in Bank Number. Example: 123456789
Account Number	Number of your Bank account. The length can vary depending on the bank.	Enter value in Account Number. Example: 01234567
Checking or Savings Indicator	Indicates whether the account is a checking or a savings account	Check the Radio Button for either <i>Checking</i> or <i>Savings</i> .

NOTE: On the right side of the screen, a sample check is displayed. Use this image as a guide to enter your bank routing number and your account number. Please ensure you have one of your checks readily available when maintaining this information in ESS.

Note: Be sure to have a check from the account into which the deposit will be made available to reference.

- 1 Enter your **Bank Number**, which appears on the bottom left of the check as indicated by number 1 below.
- 2 Enter your **Account Number**, which appears on the bottom middle of the check as indicated by number 2 below. The deposit account number length varies by financial institution.
- 3 Do not enter the **Check Number**, as indicated by number 3 below.

The bank/ routing number is denoted by nine (9) digits surrounded by a vertical bar

The deposit account number

The check number (may appear before the deposit number)

7. Check the field at the bottom of the screen labeled **Valid as of Future Date** to see when the change will take effect. You can choose the effective date by selecting the first day of that Payroll Period (see Monthly and Bi-weekly Payroll Examples Below).

Main Bank

Country:

Payee:

City:

ZIP Code:

Bank Number:

Account Number:
☒ Checking ☐ Savings ☐ None

Payment Method:

Purpose:

Currency:

Note: Be sure to have a check from the account into which the deposit will be made available to reference.

- Enter your **Bank Number**, which appears on the bottom left of the check as indicated by number 1 below.
- Enter your **Account Number**, which appears on the bottom middle of the check as indicated by number 2 below. The deposit account number length varies by financial institution.
- Do not enter the **Check Number**, as indicated by number 3 below.

The bank/ routing number is denoted by nine (9) digits surrounded by !.

The deposit account number

The check number (may appear before the deposit number)

Valid as of Future Date:

Monthly Payroll	Bi-weekly Payroll
<p>Valid as of Future Date: <input type="text" value="07/01/2015"/></p> <p><input type="button" value="Previous Step"/> <input type="button" value="Review"/> <input type="button" value="Exit"/></p>	<p>Valid as of Future Date: <input type="text" value="07/04/2015"/></p> <p><input type="button" value="Previous Step"/> <input type="button" value="Review"/> <input type="button" value="Exit"/></p>
07/01/2015: Change is effective for July 2015 Payroll	07/04/2015: Change is effective for Pay period beginning July 4 th , 2015.

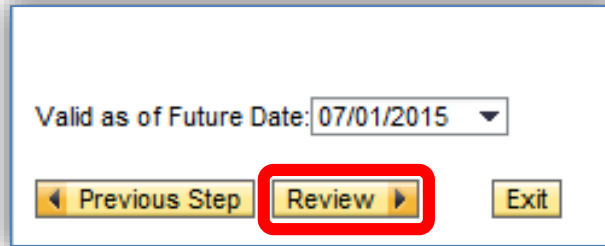


CRITICAL!

Change Bank Information as soon as possible to ensure the change will happen correctly. If Payroll has finalized for a Pay Period, the change will be effective for the Next Pay Period.

Payroll Calendar: <http://www.osc.nc.gov/BEST/support/index.html>

8. Once all the information has been updated, click **Review** ▶.



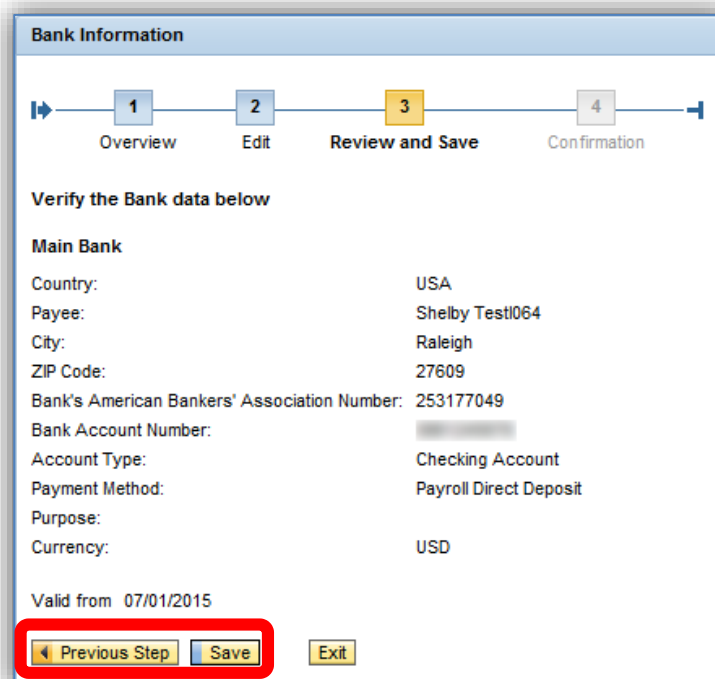
Valid as of Future Date: 07/01/2015 ▼

◀ Previous Step **Review** ▶ Exit



If you are in the process of opening and closing bank accounts, make sure that you keep your current account open until the first direct deposit to the new bank has processed.

9. The information you have entered will be displayed. If you found an error, select ◀ Previous Step to return and correct the mistake. If correct, click **Save**.



Bank Information

➡ 1 Overview 2 Edit 3 **Review and Save** 4 Confirmation ➡

Verify the Bank data below

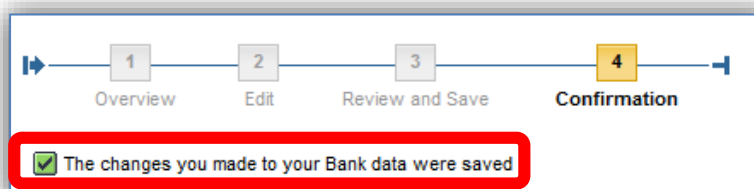
Main Bank

Country: USA
Payee: Shelby Test064
City: Raleigh
ZIP Code: 27609
Bank's American Bankers' Association Number: 253177049
Bank Account Number:
Account Type: Checking Account
Payment Method: Payroll Direct Deposit
Purpose:
Currency: USD

Valid from 07/01/2015

◀ Previous Step **Save** Exit

10. You should receive a confirmation that “the changes you made to your Bank data were saved.”



➡ 1 Overview 2 Edit 3 Review and Save 4 **Confirmation** ➡

☒ The changes you made to your Bank data were saved

Add/Edit Other Bank Details

- From the Bank Information screen, Click **New Other bank** to create a new record, or select **Edit** to change an existing record.

- Enter in your updated Direct Deposit information (See next page for details).

3. (Cont.) The majority of the Fields default from the Personnel Record. Make sure you enter the Following Fields:

Field Name	Description	Values
Bank Number	The ABA routing number for your financial institution. This number will be nine (9) digits long.	Enter value in Bank Number. Example: 123456789
Account Number	Number of your Bank account. The length can vary depending on the bank.	Enter value in Account Number. Example: 01234567
Checking or Savings Indicator	Indicates whether the account is a checking or a savings account.	Check the Radio Button for either <i>Checking</i> or <i>Savings</i> .

NOTE: On the right side of the screen, a sample check is displayed. Use this image as a guide to enter your bank routing number and your account number. Please ensure you have one of your checks readily available when maintaining this information in ESS.

Note: Be sure to have a check from the account into which the deposit will be made available to reference.

- 1 Enter your **Bank Number**, which appears on the bottom left of the check as indicated by number 1 below.
- 2 Enter your **Account Number**, which appears on the bottom middle of the check as indicated by number 2 below. The deposit account number length varies by financial institution.
- 3 Do not enter the **Check Number**, as indicated by number 3 below.

The bank/ routing number is denoted by nine (9) digits surrounded by I:

The deposit account number

The check number (may appear before the deposit number)

4. Choose how much money will be deposited into the Other Bank. You can choose either a percentage using the **Standard Percentage** field, or a set dollar amount using the **Default Value** field.

1 Overview 2 Edit 3 Review and Save 4 Confirmation

Other Bank

Country: USA

Payee: Shelby Test064

City: Raleigh

ZIP Code: 27609

Bank Number: 253177049

Account Number: ☐ Checking ☒ Savings ☐ None

Payment Method: Payroll Direct Depos

Purpose:

Currency: USD

Standard Percentage: 0

Or

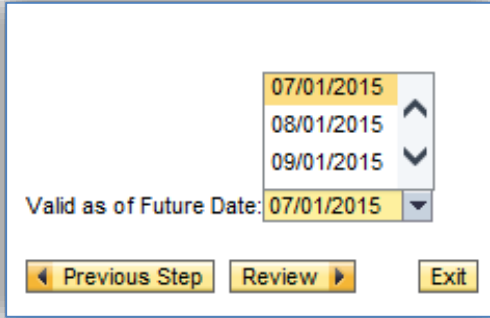
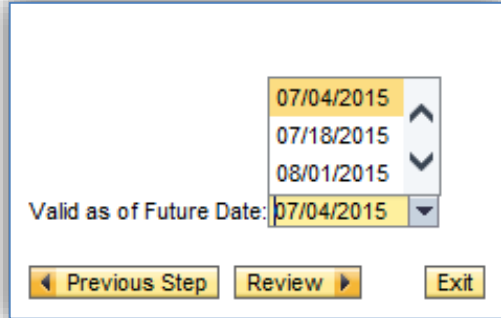
Default Value: 100.00


Check the field at the bottom of the screen labeled **Valid as of Future Date** to choose how long the Other Bank will be active. You can choose when the change will take effect by selecting the first day of that Payroll Period (see Monthly and Bi-weekly Payroll Examples Below).

Validity Period: 07/01/2015 12/31/9999

Previous Step Review Exit

NOTE: An end date of 12/31/9999 indicates the record will remain active until you make a change.


Monthly Payroll	Bi-weekly Payroll
	
07/01/2015: Change is effective for July 2015 Payroll	07/04/2015: Change is effective for Pay period beginning July 4 th , 2015.

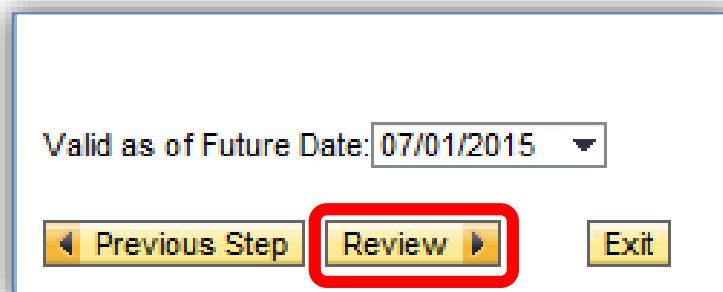


CRITICAL!

Change Bank Information as soon as possible to ensure the change will happen correctly. If Payroll has finalized for a Pay Period, the change will be effective for the Next Pay Period.

Full Payroll Calendar:
<http://www.osc.nc.gov/BEST/support/index.html>

- Once all the information has been updated , click  .



2. The information you have entered will be displayed. If you found an error, select **Previous Step** to return and correct the mistake. If the information is correct, click **Save**.

The screenshot shows a 'Bank Information' form with a progress bar at the top. The progress bar has four steps: 1 Overview, 2 Edit, 3 Review and Save (highlighted in yellow), and 4 Confirmation. Below the progress bar, the text 'Verify the Bank data below' is followed by a section titled 'Main Bank'. This section contains the following information: Country: USA, Payee: Shelby Test064, City: Raleigh, ZIP Code: 27609, Bank's American Bankers' Association Number: 253177049, Bank Account Number: [redacted], Account Type: Checking Account, Payment Method: Payroll Direct Deposit, Purpose: [redacted], and Currency: USD. At the bottom, it says 'Valid from 07/01/2015'. Below this, there are three buttons: 'Previous Step' (highlighted with a red box), 'Save' (highlighted with a blue box), and 'Exit'.

3. You should receive a confirmation that “the changes you made to your Bank data were saved.”

The screenshot shows the same 'Bank Information' form, but now the progress bar has step 4 Confirmation highlighted in yellow. Below the progress bar, a red box highlights a green checkmark icon followed by the text 'The changes you made to your Bank data were saved'.

NOTE: When payroll processes, any Other Bank records will be applied first, then the remainder of your paycheck will be deposited into your Main Bank.

Edit AP Reimbursement Bank Details (**DOT EMPLOYEES ONLY**)

- From the Bank Information screen, Click **New AP Reimbursement Bank** to create a new record, or select **Edit** to change an existing record.

Home | My Data (ESS) | LMS & NCVIP

Overview | My Working Time | My Benefits | My Pay | My Personal Data

Bank Information

1 Overview 2 Edit 3 Review and Save 4 Confirmation

Main Bank

Payee: Shelby Test064
Bank Name: STATE EMPLOYEES CREDIT UNION
Account Number: [REDACTED]
Edit

Other Bank

Payee: Shelby Test064 Bank Name: STATE EMPLOYEES CREDIT UNION Account Number: [REDACTED] **Edit** **Delete**

Payee: Shelby Test064 Bank Name: STATE EMPLOYEES CREDIT UNION Account Number: [REDACTED] **Edit** **Delete**

New Other Bank

New Other Bank **New AP Reimbursement Bank** **Exit**

- Enter your Bank information (See Next Page for details).

Bank Information

1 Overview 2 Edit 3 Review and Save 4 Confirmation

AP Reimbursement Bank

Country: USA

Payee: Shelby Test064

City: Raleigh

ZIP Code: 27609

Bank Number: [REDACTED]

Account Number: [REDACTED] ☐ Checking ☐ Savings ☒ None

Payment Method: Payroll Direct Depos

Purpose: [REDACTED]

Currency: USD

2. (Cont.) The majority of the Fields default from the Personnel Record. Make sure you enter the Following Fields:

Field Name	Description	Values
Bank Number	The ABA routing number for your financial institution. This number will be nine (9) digits long.	Enter value in Bank Number. Example: 123456789
Account Number	Number of your Bank account. The length can vary depending on the bank.	Enter value in Account Number. Example: 0508211348
Checking or Savings Indicator	Indicates whether the account is a checking or a savings account.	Check the Radio Button for either <i>Checking</i> or <i>Savings</i> .

3. Check the field at the bottom of the screen labeled **Valid as of Future Date** to choose how long the Other Bank will be active. You can choose when the change will take effect by selecting the first day of that Bi-Weekly Payroll Period.

Bank Information

1 Overview 2 Edit 3 Review and Save 4 Confirmation

AP Reimbursement Bank

Country:

Payee:

City:

ZIP Code:

Bank Number:

Account Number: ☐ Checking ☐ Savings ☒ None

Payment Method:

Purpose:

Currency:

Note: Be sure to have a check from the account into which the deposit will be made available to reference.

1 Enter your **Bank Number**, which appears on the bottom left of the check as indicated by number 1 below.

2 Enter your **Account Number**, which appears on the bottom middle of the check as indicated by number 2 below. The deposit account number length varies by financial institution.

3 Do not enter the **Check Number**, as indicated by number 3 below.

SAMPLE

Suzy Q. Carolina
123 Beacon Lane
Raleigh, NC 27699

DATE:

No. 1582

PAY TO THE ORDER OF:

\$

DOLLARS

For

1 123456789

2 0508211348

3 1582

The bank/ routing number is denoted by nine (9) digits surrounded by 12

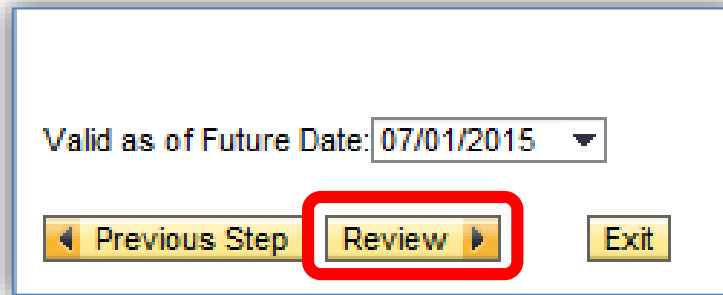
The deposit account number

The check number (may appear before the deposit number)

Valid as of Future Date:

Previous Step Review Exit

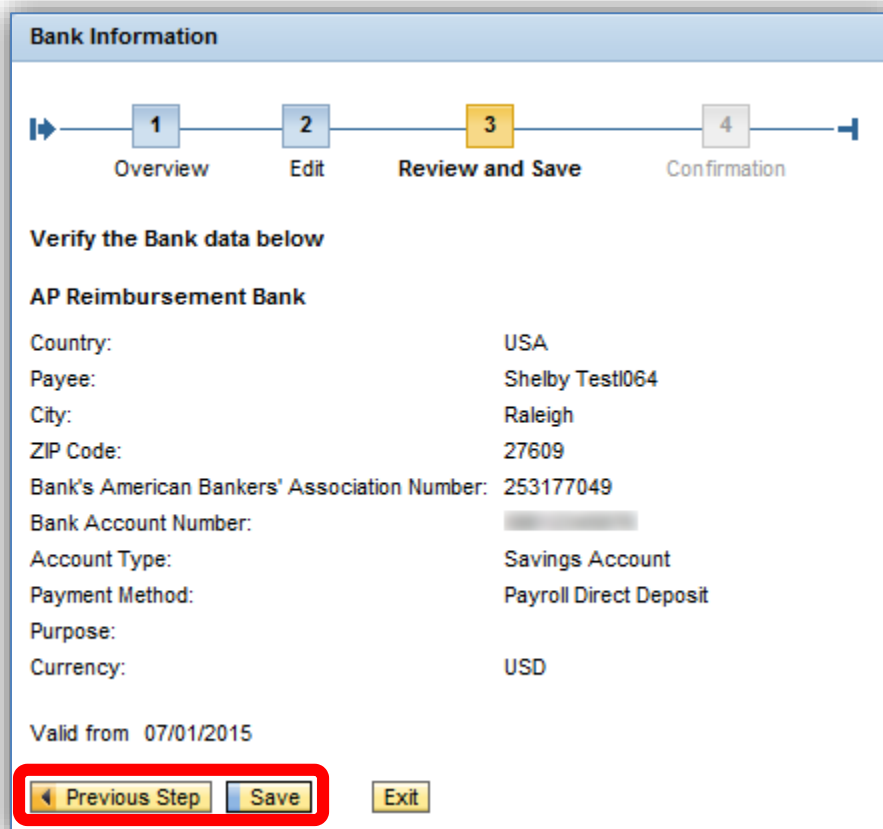
4. Once all the information has been updated , click **Review** .



Valid as of Future Date: 07/01/2015 ▼

◀ Previous Step **Review** ▶ Exit

5. The information you have entered will be displayed. If you found an error, select **Previous Step** to return and correct the mistake. If the information is correct, click **Save** .



Bank Information

1 Overview 2 Edit 3 **Review and Save** 4 Confirmation

Verify the Bank data below

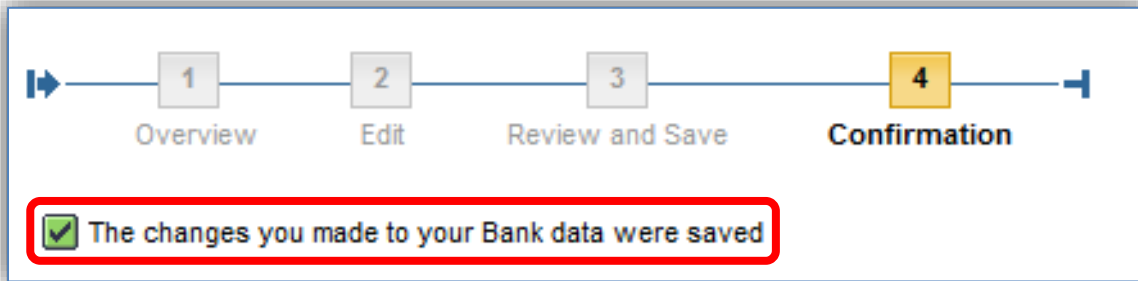
AP Reimbursement Bank


Country:	USA
Payee:	Shelby Test1064
City:	Raleigh
ZIP Code:	27609
Bank's American Bankers' Association Number:	253177049
Bank Account Number:	
Account Type:	Savings Account
Payment Method:	Payroll Direct Deposit
Purpose:	
Currency:	USD

Valid from 07/01/2015

◀ Previous Step **Save** Exit

4. You should receive a confirmation that “the changes you made to your Bank data were saved.”





CRITICAL!

Reimbursements are handled by DOT Personnel, and are not connected to Beacon Payroll. If you have questions about reimbursement dates or processes contact DOT Human Resources.

Additional Resources

If you have questions, or require additional assistance, contact BEST Shared Services:

Phone (Raleigh Area): (919) 707-0707
Phone (Toll Free): (866) 622-3784
Email: BEST@osc.nc.gov

Training HELP website:

<http://www.osc.nc.gov/training/osctd/help/>

Other BPPs:

[ESS Maintain Tax Withholding Information](#)

Change Record

Change Date: 9/18/2015	Changed by: David Lassiter
Changes:	1. Updated Format 2. Updated Screenshots 3. Updated language and layout